

# SUPERVISORY CERTIFICATION PROGRAM (SCP)

## APPLICATION

1. Request approval from supervisor or authorizing signature.
2. Complete one application for one block of core courses.
3. Applications should be interoffice-mailed to SPCC Bldg Government Center 21<sup>st</sup> floor ATTN Marcela Diaz, or **faxed to 305-375-3063.**
4. Incomplete applications will be returned to employee.
5. **48 hours** advance notice is required to cancel a class.
6. All applications will be confirmed prior to the class.

Full Name (Last, First, Middle Initial)

Social Security #

Department Name

Signature

Index Code

Current Classification (Title / Position)

**COURSE FEE \$85 per class**

Email Address (Work)

Telephone Number (Work)

Alternate Telephone Number

Authorizing Signature

Print Name

Approval  
Date

Telephone

### CORE COURSES (MUST be taken in order)

BLOCK #: \_\_\_\_\_ complete one application for one block of core courses.

Class Date

- |                         |       |   |
|-------------------------|-------|---|
| 1. EMS (8 hrs)          | _____ | Effective Management Skills                                       |
| 2. OPP (4 hrs)          | _____ | Orientation to Personnel Procedures                               |
| 3. FEP (8 hrs)          | _____ | Fair Employment Practices   |
| 4. PPA (8 hrs)          | _____ | Proactive Performance Appraisal                                   |
| 5. DIS (8 hrs)          | _____ | Progressive Discipline  |
| 6. SUS I (4 hrs)        | _____ | Supervisory Safety I  |
| 7. SUS II (4 hrs)       | _____ | Supervisory Safety II   |
| 8. BUS L1 or L2 (8 hrs) | _____ | Business Writing Level 1* or Level 2** (choose one and circle it) |

\*Business Writing class: participants are required to take one Business Writing class (BUS L1 or BUS L 2) to meet the core course requirement.

\*\*Participants that take both Business Writing classes will fulfill one 8 hour core course and one 8 hour elective course.

### ELECTIVE COURSES

Minimum of 12 hours are required. A separate application is required for each elective course

Class Date

- |              |       |   |
|--------------|-------|---|
| BUD (8 hrs)  | _____ | Budget Preparation                          |
| BUS* (8 hrs) | _____ | Business Writing Level 1 or Level 2         |
| CSC (8 hrs)  | _____ | Customer Service and Communication          |
| CUD (8 hrs)  | _____ | Cultural Diversity (8 hrs)                  |
| MWD (4 hrs)  | _____ | Mediating Workplace Disputes                |
| STI (8 hrs)  | _____ | Structured Interview & Selection Techniques |
| VIW (8 hrs)  | _____ | Violence in the Workplace                   |

\* Business Writing class: participants may take one of the Business Writing classes (BUS L1 or BUS L 2) to fulfill 8 of the required 12 elective hours.

Classes will be held in the **Stephen P. Clark Center, Rooms 18-A and 18-B**, unless otherwise indicated on the schedule. There will be a sign near the west elevators on the 18<sup>th</sup> floor assigning room locations.

**Applicants who arrive 15 minutes or later to class will be asked to reschedule the class.**